

POSITION: Sr. Management Assistant

ANNOUNCEMENT #13 - 59

COMPANY: Tennessee Valley Authority, Office of the Inspector General

WORK LOCATION: Knoxville, Tennessee

SALARY RANGE: \$34,000 - \$50,000

Apply By: May 17, 2013

The **Tennessee Valley Authority, Office of the Inspector General** has an opening for a senior management assistant. This position is responsible for providing administrative support to the Assistant Inspector General for Audits and Evaluations and the employees within the organization. Duties are performed on a largely independent basis within established guidelines.

Summary of Duties:

- Prioritizes the Assistant Inspector General's time through screening visitors/phone calls, handling routine assignments for his/her concurrence, and scheduling meetings. Provides supporting material and information for all meetings.
- Responsible for reviewing final audit reports and other work products to ensure they have the proper format, are grammatically correct and adhere to OIG report standards prior to being submitted for management's signature and release.
- Reviews incoming documents addressed to the Assistant Inspector General and assigns, as appropriate, to staff for handling. Tracks the work products and assignments to ensure deadlines are met.
- Makes travel arrangements and ensures reimbursement for travel expenses are processed.
- Enters data and pulls reports from various TVA business systems (i.e., time reporting and expense reimbursement system).
- Performs other duties and tasks as determined by the Assistant Inspector General.
- Serves as a liaison between the Assistant Inspector General and his/her direct reports, other TVA management and outside contacts.
- May provide training and direction to lower level support employees; provides performance information on staff as necessary.
- Performs other duties as assigned.

Minimum Qualifications/Skills and Abilities:

- High school degree or equivalent is required; post high school education is desirable; minimum of 2 years of experience as an administrative assistant, secretary or equivalent.
- Excellent written and oral communication skills.
- Thorough knowledge of English grammar and rules of composition.
- Proficient with Microsoft Word, Excel, PowerPoint, Outlook, and other PC packages.
- Experience with document management systems, teleconference meeting scheduler (i.e., Movi or MeetingPlace) and web based tools.
- Must have a professional demeanor; be highly organized; and demonstrate a high level of tact, integrity, initiative, flexibility, and self-motivation.
- Ability to proofread material for grammatical, typographical, and spelling errors.
- Certified Professional Secretary (CPS) is desirable but not required.

Other Requirements:

- Must be willing to work occasional overtime as necessitated by work demands and schedules.
- Ability to successfully complete a background investigation and physical exam, including drug testing.

Position could be filled at a lower level depending on qualifications and experience.

For more information about our office, please see our Web site at <http://oig.tva.gov>. For more information about TVA, please see their Web site at <http://www.tva.gov>.

HOW TO APPLY:

Apply by: May 17, 2013

Submit electronically a cover letter, resume, and if you are a veteran, your DD214 to: oigcareers@tvaig.gov. Announcement number should be included in the subject line of your email.